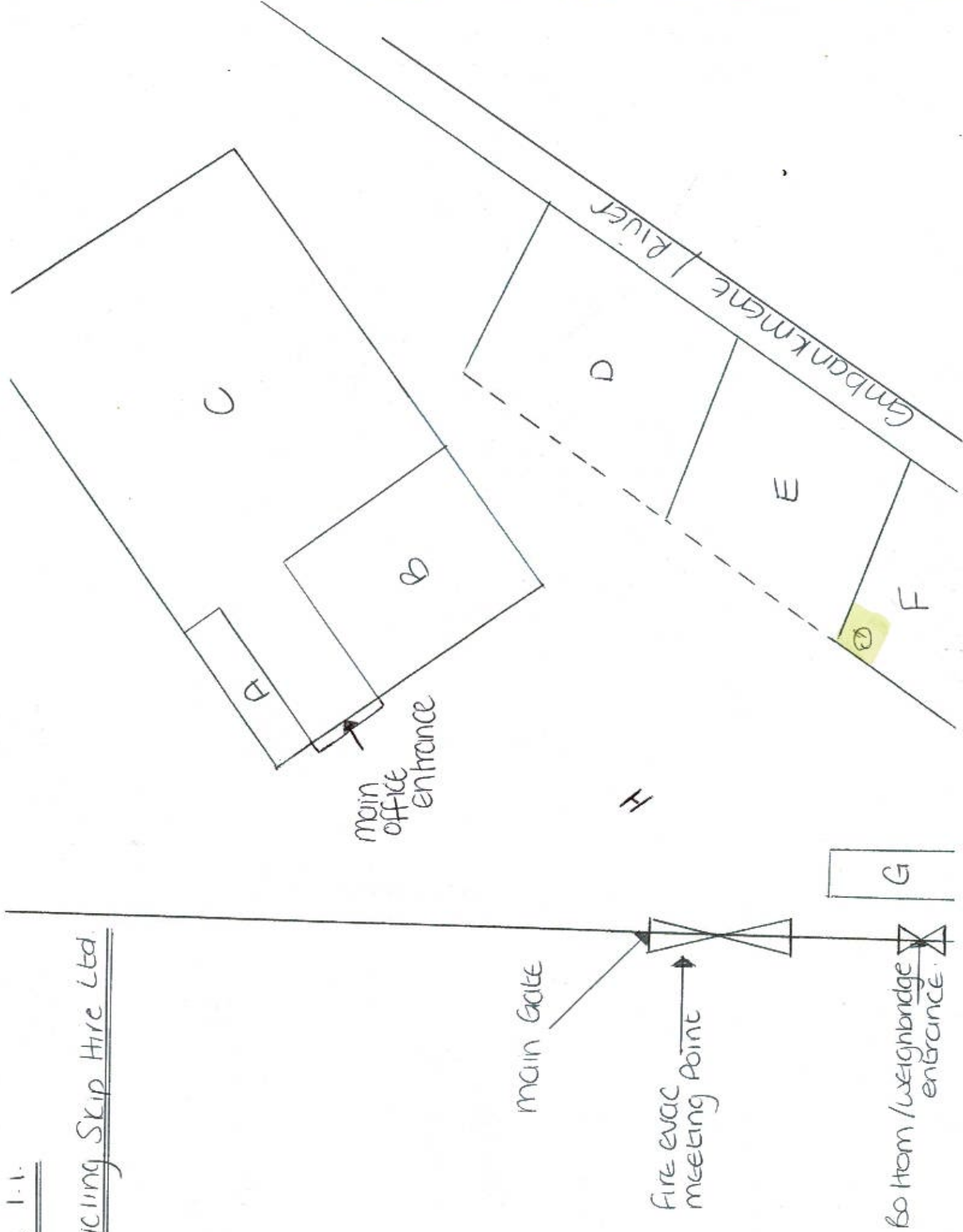


Appendix 1

Ground map – site layout

Appendix 1.1.

NAG Recycling Skip Hire Ltd.



Appendix 2

Noise Reduction Plan

Appendix 3

Waste types

Permitted waste types

Waste Code	Description
01	Wastes Resulting From Exploration, Mining, Quarrying, and Physical and Chemical Treatment
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 07
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	Wastes from Agriculture, Horticulture, Aquaculture, Forestry, Hunting and Fishing, Food Preparation and Processing
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	Wastes from Wood Processing and the Production of Panels and Furniture, Pulp, Paper and Cardboard

03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	Fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	Wastes From the Leather, Fur and Textile Industries
04 01	wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	Wastes From Inorganic Chemical Processes
06 09	wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	wastes from the manufacture of inorganic pigments and opacifiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	Wastes from Organic Chemical Processes
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	Wastes from the photographic industry
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	Wastes from Thermal Processes
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other filter cakes

10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10.12 09
10 12 12	wastes from glazing other than those mentioned in 10.12.11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete and concrete sludge
11	Wastes From Chemical Surface Treatment and Coating of Metals and Other Materials; Non-Ferrous Hydro Metallurgy
11 01	wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	Wastes From Shaping and Physical and Mechanical Surface Treatment of Metals and Plastics
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16

12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	Waste Packaging; Absorbents, Wiping Cloths, Filter Materials and Protective Clothing not otherwise specified
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	Wastes not otherwise specified in the list
16 01	end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)
16 01 03	end-of-life tyres
16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	Construction and Demolition Wastes (including excavated soil from contaminated sites)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	wood
17 02 02	glass
17 02 03	plastic

10 03	wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29
10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	wastes from silver, gold and platinum thermal metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13

17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 01*	insulation materials containing asbestos
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 06 05*	construction materials containing asbestos
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	Wastes from Waste Management Facilities, Off-site Waste Water Treatment Plants and the Preparation of Water Intended for Human Consumption and Water for Industrial Use
19 01	wastes from incineration or pyrolysis of waste
19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06

19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	Municipal Wastes (Household waste and similar commercial, industrial and institutional wastes) Including separately collected fractions
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

Appendix 4

Fire Prevention Plan

Fire Prevention Plan for NAG Recycling Skip Hire Ltd

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

NAG Recycling is committed to minimizing the threat of fire to employees, visitors, and property. and complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention.

We aim to efficiently identify materials that are potential fire hazards and their proper handling and storage procedures; distinguish potential ignition sources and the implement proper control procedures of those materials; to describe fire protection equipment and/or systems used to control fire hazards to all employees and to encourage good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

Management determines NAG Recycling fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

All employees shall:

1. Complete all required training before working without supervision.
2. Conduct operations safely to limit the risk of fire.
3. Report potential fire hazards to their supervisors.
4. Follow fire emergency procedures.

To limit the risk of fires, employees shall take the following precautions:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only non-flammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. Anthony Haines shall ensure that all gas leaks are repaired immediately upon notification.

Anthony Haines will ensure that equipment is maintained according to manufacturers' specifications. NAG Recycling will also comply with requirements of the National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. equipment installed to detect fuel leaks, control heating, and control pressurized systems; 2. portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems; 3. detection systems for smoke, heat, or flame; 4. fire alarm systems; and 5. emergency backup systems and the equipment they support.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced. 2. Use only appropriately rated fuses. 3. Never use extension cords as substitutes for wiring improvements. 4. Use only approved extension cords. 5. Check wiring in hazardous locations where the risk of fire is especially high. 6. Check electrical equipment to ensure that it is either properly grounded or double insulated. 7. Ensure adequate spacing while performing maintenance.

Portable Heaters

All portable heaters shall be approved by Responsible Person. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times.

Fire risks are not limited to NAG Recycling's industrial facilities. Fires in offices:

1. Avoid overloading circuits with office equipment. 2. Turn off nonessential electrical equipment at the end of each workday. 3. Keep storage areas clear of rubbish. 4. Ensure that extension cords are not placed under carpets. 5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.

Cutting, Welding, and Open Flame Work

Anthony Haines will ensure the following:

1. All necessary hot work permits have been obtained prior to work beginning. 2. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible. 3. Adequate ventilation is provided. 4. Torches, regulators, pressure-reducing valves, and manifolds are approved. 5. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices. 6. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate. 7. Cutting or welding is prohibited in sprinklered areas while sprinkler protection is out of service. 8. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces. 9. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of

combustible sandwich-type panel construction or having combustible covering. 10. Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank. 11. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

To handle combustibles safely:

a. Dispose of waste daily. b. Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered). c. Keep work areas clean and free of fuel paths that could allow a fire to spread. d. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices. e. Store paper stock in metal cabinets. f. Store rags in metal bins with self-closing lids. g. Do not order excessive amounts of combustibles. h. Make frequent inspections to anticipate fires before they start. i. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets). j. Do not dispense flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.

Store, handle, and use combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks. Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids). Do not use, handle, or store combustibles near exits, stairs, or any other areas normally used as exits. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles. g. Do not generate heat, allow an open flame, or smoke near Class B combustibles. h. Know the location of and how to use the nearest portable fire extinguisher.

Smoking is prohibited in all NAG Recycling buildings (designated smoking is restricted to the outside of the main entry gates.. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Anthony Haines shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

Good housekeeping practices; proper response and notification in the event of a fire; instruction on the use of portable fire extinguishers; recognition of potential fire hazards.

Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

A. at their initial assignment; B. annually; and C. when changes in work processes necessitate additional training.

NAG Recycling shall review this Fire Prevention Plan at least annually for necessary changes.

Appendix 5

Risk Assessment

Risk assessment

Organisation name: *NAG Recycling Skip Hire Ltd.*

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, eg on spills general walkways to be clear of potential hazards	All staff, supervisor to monitor	31/11/2017	
Noise Working with cutting machines	Workers/contractors may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment	Purchasing policy to replace tools with quietest option ■ Noisy work restricted to 'ear protection zone' to reduce the numbers at risk ■ Suitable hearing protectors provided for workers and workers trained how to use, check and maintain them according to advice given by supplier ■ Workers trained in risk of noise exposure	workers to be shown HSE's webpages on noise (www.hse.gov.uk/noise/index.htm) ■ Seek opinion of OHP whether health checks required	Manager	31/11/2017	
Vibration	Workers may suffer vibration white finger (hand-arm vibration - HAV) from over use of power tools (eg sanders, grinders and disc cutters)	Purchasing policy to have tools that have been designed and constructed to reduce the risk of vibration, and are suitable for their intended use ■ Workers trained to use them safely and keep them properly maintained	Workers who use vibrating tools to be shown HSE's vibration webpages (www.hse.gov.uk/vibration/hav/index.htm) ■ Seek opinion of OHP whether health checks required	Manager	31/11/2017	
Electrical /Portable appliances, eg hand lamps electric drills.	Workers could get electrical shocks or burns from using faulty electrical equipment, or a faulty installation. Electrical faults can also cause fire	Low-voltage hand lamps (24 V) used ■ Residual current device (RCD) built into main switchboard ■ Workers trained to spot and report any defective plugs, damaged cables or discoloured sockets to manager ■ Annual testing on all portable 240 V tools ■ Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe. Where necessary this is done by a competent electrician	Manager to assess suitability of replacing 240 V tools with air-powered or 110 V alternatives		31/11/2017	
Machinery Grinding equipment	Workers/contractors may suffer serious injury from unguarded moving parts of machinery.	Pre-use checks on all mechanical equipment, faults reported to manager ■ Equipment not left running unattended ■ Equipment guarded to manufacturers' standards ■ Safety goggles provided and worn ■ Only trained persons use/change grinding wheels	NFA	Employees	Ongoing Daily	
Manual handling Movement of	Workers risk injuries or back pain from handling of heavy/bulky objects	Workers are instructed to use porter's trolley and or plant machinery to move heavier materials, parts etc	OHP to discuss manual handling techniques with workers ■ Manager to check that	Manager	31/11/2017	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
scrap metals and waste			workers know how to lift safely and are certified to use heavy plant			

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11

Appendix 6

Site Safety

Site Safety

Personal protective equipment

- ❖ Minimum standard of PPE to be worn on site is high visibility clothing and safety footwear
- ❖ NAG Recycling reserve the right to allow entry to the site for any persons not equipped with the appropriate PPE

Accidents or Incidents

- All accidents or incidents must be reported immediately to Anthony Haines or the main office operative
- NAG Recycling accepts no responsibilities for accidents that occur due to neglect or failure to follow site rules
- Staff and visitors are encouraged to wash hands before consuming food

Depositing Loads

- ✓ Drivers are to approach the tipping areas with caution and always follow the guidance set out by NAG Recycling
- ✓ Allow vehicles already tipping plenty of space
- ✓ Drivers to remain in or close to their vehicles while tipping – vehicles are not to be left unattended

Loading Vehicles

- When operating loading machinery ensure there is ample space around the plant to avoid damage to the surrounding buildings and injury to personnel
- Inform all personnel in the loading yard before commencement of any load begins
- Nets/sheets are to be secured before the vehicle leaves the site